

INFORMATION ON: THE KANSAS ASSISTANT FUNERAL DIRECTOR
EXAMINATION

Examination Fee: \$50.00

The assistant funeral director examination to be administered by the Kansas State Board of Mortuary Arts consists of 25 questions with each question valued at one (1) point. A score of 75% or higher is considered passing. You will be given a maximum of one (1) hour to complete the examination. Should you fail the examination, you may retake the examination at the next scheduled date for no additional cost. Failure to pass *or appear* at that time requires an additional application and fee.

Subjects covered on the test and the number of questions on each is as follows: Kansas Law (15), Federal Law (5) and Preneed Law (5). All questions are multiple choice (possibilities of A-D).

An *example* of a question is as follows:

The amount of the Social Security Lump Sum Death Benefit is

- a) \$ 225.00 b) \$ 250.00 c) \$255.00 d) \$275.00

Some possible study material available for the written examination, includes:

1) *The current Kansas rule book*--available through our office for \$5.00 each or they can be printed at no cost from our web site, located at:
<http://www.Kansas.gov/ksbma/> (at the main menu, select Legislation (rule book), then statutes and regulations. You will need to download Adobe Acrobat Reader if you don't already have it and that download is listed directly underneath the statutes and regulations option on our web site.)

2) *The SRS Funeral Assistance Information guide* available through our office at no cost or on our web site at:
<http://www.accesskansas.org/ksbma/pdf/SRS-FnrlAsstPrgm.pdf> on our web site.

3) *The Funeral Service Compend* (order form available through our office.) Purchasing the compend is simply an option and is **not** mandatory. We make no money from the product but include it as a study option based on the recommendations from some previous examinees. Some of you may already own this book from mortuary college and may be able to purchase it used or from other sources. Some compend books include mortuary administration and federal law questions in the section entitled: "Mortuary Administration." Obviously it will not be necessary to study the science portion of this book. The order form for the compend can be found on the KSBMA web site at: <http://www.kansas.gov/ksbma/pdf/DallasInstituteOrderForm.pdf>

4) *Complying With the Funeral Rule*-- This information can be found on the internet at: <http://www.ftc.gov/bcp/online/pubs/buspubs/funeral.pdf>

*****OVER*****

As you can see, the assistant funeral director examination is not simply a test over Kansas laws. Because of the required education qualifications and responsibilities that go along with the assistant funeral director license, the examination covers a broad range of material the board believes is necessary in order for licensed assistant funeral directors to meet the needs of Kansas consumers.

The examination takes approximately one (1) hour to be administered. You will be notified of your score within two (2) weeks of the examination. Most generally results will be mailed to you the day after the examination has been administered. Please do not attempt to call our office to inquire of your score as scores will only be issued via the mail - **NO EXCEPTIONS!**

Please contact the Mortuary Arts Board at (785) 296-3980 by the filing deadline if you have a disability and need an accommodation to be administered this written examination.

The examination is administered monthly. The filing deadline for each examination is the 15th of the month PRIOR to the examination. EXAMPLE: The filing deadline for the January examination is December 15.

Further questions may be directed to:

Kansas State Board of Mortuary Arts
700 SW Jackson Street, Suite 904
Topeka, Kansas 66603-3733
Telephone: (785) 296-3980
Fax: (785) 296-0891
8:00 a.m. - Noon, 12:30 - 4:30 p.m.
Monday through Friday
Email: boma1@ksbma.ks.gov
Web site: <http://www.kansas.gov/ksbma/>

Revised January 23, 2008

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